

Department of Labor & Industry Performance Appraisal System

DEVELOPED IN ORACLE APPLICATION EXPRESS

- Cost
- Rapid Development cycle – project timeline was extremely quick (less than 2 months)
- Utilization of Current Staff size and skills – 2 developers and 1 DBA – knowledge of Oracle (DBSTRUCTURE, SQL, PL/SQL), html, css, JavaScript
- 30 Tables Total
- 32+ Application Pages/Screens
- Current size of system: 23 mb with over 830 employees in our system

DEVELOPMENT OF TABLE STRUCTURE BASED ON SABHRS

- Employee Table is Extract of SABHRS – maintenance of all employee information remains in SABHRS
 - This includes breakdown and relationship between employee and position and employee and supervisor – allowing system to utilize the same breakdown that SABHRS uses to handle this relationship

A TWO-PART SYSTEM

- Designed as a Two-Part system: A **TEMPLATE** piece AND an **EMPLOYEE EVALUATION** piece
 - By creating the Template piece, Evaluation criteria could be viewed and shared among supervisors in a Template Library
 - Employee occupations could be uniformly created, promoting consistency among evaluations from employee to employee, bureau to bureau, division to division
- Designed for Two-Part evaluation: **Behavior Competencies** AND **Performance Competencies**
 - Behaviors Competencies developed by Human Resource Department along with Management Team based on Core Values of Department
 - Performance Competencies allow individual user input as well as two competencies (Safety and Performance Appraisal) which are created automatically
 - Each of these can be easily modified by the programming staff to meet new requirements

OTHER FEATURES

- Security based on Individual, Individual's area (HR, as opposed to a regular manager)
- On-line User's Manual
- On-line Demonstration Videos

FUTURE MODIFICATIONS

- Table View instead of an extract
- Digital signature

MORE INFORMATION

- See the last page for information on Oracle Application Express
- The demonstration videos can be burned to a disc and available to check out
- A live demo of the system can be arranged by contacting the Department of Labor and Industry, Technical Services Bureau, 444-1361.

Screen Prints



Login page

The system is accessed through an icon deployed on each user's desktop or by utilizing Citrix.

Login

User Name

Password

CE2490 | [Print](#) | [Logout](#)

Create Appraisal Template

[MY TEMPLATES](#)

[Attach Appraisal to Employee](#)

[MY EMPLOYEES](#)

[TEMPLATE LIBRARY](#)

[CHANGE PASSWORD](#)

[REPORTS](#)

[USER MANUAL](#)

[DEMONSTRATION VIDEOS](#)



Create Templates

Occupation

Template Title

Created By CE2490

Behavior Competencies

Performance Competencies

Available Templates

	Template Title	Occupation	Created By
<input type="button" value="Edit"/>	Network Admin	Network Systems Analyst	CE2490
<input type="button" value="Edit"/>	OPS CSS	Computer Support Specialist	CE2490
<input type="button" value="Edit"/>	Programmer Analyst	Computer Programmer	CE2490

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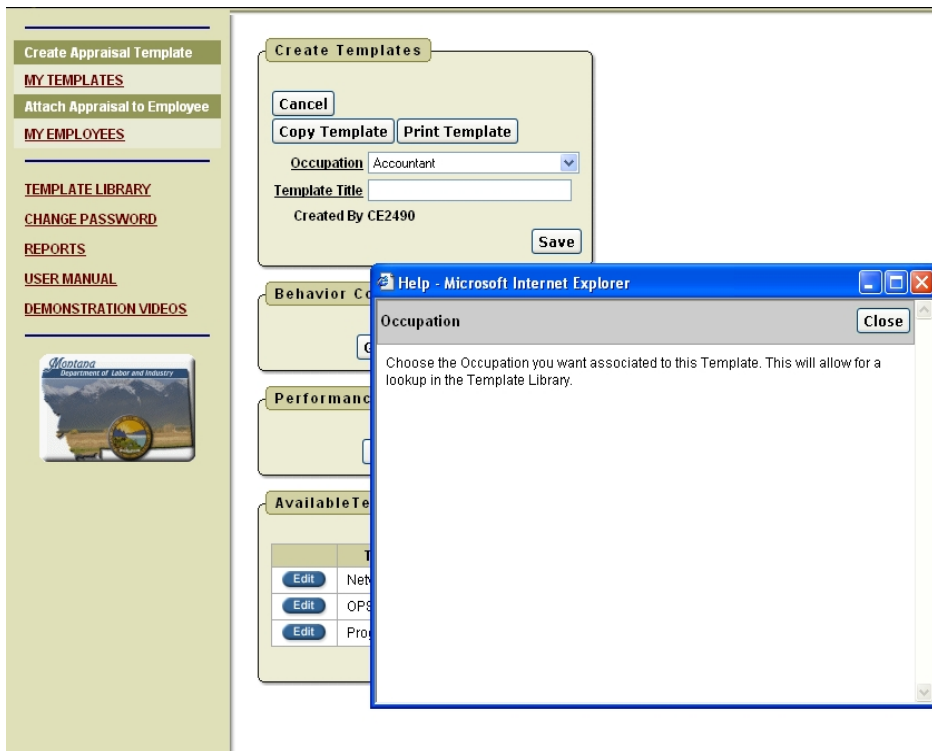
My Templates

Appraisal Templates consist of two sets of competencies – Behavior and Performance.

You can see on this page that this manager has created three Templates which are available in the bottom region.

The Copy Template button allows the manager to copy another user's template (from the Template Library) and modify it for their own use.

The Get Behaviors and Get Performances buttons take the users to those screens where they add competencies to the template.



My Templates

One of the unique features of the system is the built in help screens which are available as hyperlinks on the labels of fields.

This allows the user a quick popup message to assist with their data entry.

[My Templates](#) » Choose Behavior Competencies

CE2490 | [Print](#) | [Logout](#)

Behavior Competency Page

Template Title Programmer Analyst

For Employees

Customer Focus

☒ Customer Focus

☐ Relationship Management

Individual Responsibility

☒ Commitment to Task and Communication

☐ Initiative and Teamwork

Individual Growth

☒ Continuous Learning

Ethics in the Workplace

☒ Integrity

Continuous Improvement

☐ Innovation

☐ Quality

☒ Systematic Problem Solving

Submit To Template

For Management

Customer Focus

☐ Planning, Prioritizing, and Goal Setting

Individual Responsibility

☐ Energizing Others and Teamwork

☐ Judgment and Communication

Individual Growth

☐ Leadership

Ethics in the Workplace

☐ Integrity

Continuous Improvement

☐ Administrative/Organizational Ability

Submit To Template

Behavior Competencies Information

Choose a Behavior Competency for each of the five Core Values. Once you have made your selections, hit the **Submit to Template** button to send them to the Template. View explanations on each of the competencies by clicking on the Hyperlink Help.

Return to Template

Behavior Competencies For This Template

Behavior Title	Core Value Title
Customer Focus	Customer Focus
Commitment to Task	Individual Responsibility
Communication	Individual Responsibility
Continuous Learning	Individual Growth
Integrity	Ethics in the Workplace
Systematic Problem Solving	Continuous Improvement

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These competencies were already created by Human Resources and are available in the form of radio button choices to the user.

A set is available for a regular employee as well as an employee in a management position.

You can see on the right the Behaviors associated with this Template.

Template Title: Programmer Analyst

Performance Competencies

[Cancel](#) [Save](#)

Performance Title:

Description:

Exceeds Expectations Rate:

Meets Expectations Rate:

Needs Improvement Rate:

Unacceptable Rate:

Performance Competencies Information

A performance competency must first be created and then **Saved Using the SAVE button** at the Top of the Region.

After the competency has been saved, you can then review the Performance Competencies available for this Template at the bottom Region of this page. Choose **Edit** to bring up the performance competency you want. You can then choose the **SUBMIT TO TEMPLATE** button at the bottom of the Region to add this competency to the Template.

View Performance Competencies Currently in this Template directly below. You can also **Delete competencies** by clicking on the button.

[Return to Template](#)

Performance Competencies For Template

[Delete from Template](#)

Title
Professional Expertise
Problem Identification/Solving
Policies and Procedures

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Available Performance Competencies

Perf Id	Title	Description	Added By
Edit	Professional Expertise	Knows, understands, and appropriately applies technical skills, methods, and processes required for the position.	CE2490
Edit	Problem Identification/Solving	Identifies the cause and effect of the problem. Logically analyzes problems.	CE2490
Edit	Policies and Procedures	Able to act in accordance with established guidelines; follows standard procedures in crisis situations.	CE2490

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Performance Competency Page

Unlike Behaviors, managers create their own Performance Competencies.

All competencies follow the same layout format:

- Title
- Description
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

These categories will be used when rating an employee on this competency.

My Employees

Each Manager can view all their employees.

They can also view the employees of the supervisors they manage. Managers of managers have “view only” privileges to those accounts but can insert information into the acknowledge page.

The icon with the paper and the pencil allow the user to drill down for more detail on that employee.

[Create Appraisal Template](#)

[MY TEMPLATES](#)

[Attach Appraisal to Employee](#)

[MY EMPLOYEES](#)

[TEMPLATE LIBRARY](#)






[CHANGE PASSWORD](#)

[REPORTS](#)

[USER MANUAL](#)

[DEMONSTRATION VIDEOS](#)

MY EMPLOYEES

Last Name	First Name	Middle	Employee ID	Position Number
 Benny	Jet	Elaine	222222	66266082
 Harley	Davison	Marie	333333	66266041
 Jones	Tom	L	111111	66266067
 Libre	Nacho	D	686868	66266828
 Uno	Cisco	Patrick	999999	66266027
 Whitetail	Bambi	J	555555	66266063

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My Employee Supervisors

--Select An Employee-- [Go](#)

no data found

Employee Detail Information

This page gives an overview of the employee and is where the template is attached to create the evaluation. Evaluations are based on fiscal years and cannot be overridden.

Users can create the appraisal from one of their own templates or choose a template created by another user.

Since the evaluation is separate from the template, the evaluation is protected from being changed after it is attached. You can see that this employee does not have any Performance Appraisals attached to them by looking at the bottom region.

Employee Detail Information

Here is the same screen with a Performance Appraisal for 2007 attached.

Again, by clicking on the paper/pencil icon, one drills down further to open the appraisal.

Employee

[Cancel / Return To My Employees](#)

Employee ID 686868

Name Nacho D Libre CE Number CE9917

State Start Date 03/09/1998

Department Start Date 10/02/2004

Title Computer Programmer Position Number 66266828

Supervisor Name Hank Stram

Department ID 662-3123 Department Description Technology Services Bureau

Location ID 662-257 Location Description LCSD Tech Services Bureau

Create Performance Appraisal From My Template

Select My Template Network Admin
Select Fiscal Year 2007
Submit

Create Performance Appraisal From Someone Else's Template

Select Template Accountant Test
Select Fiscal Year 2007
Submit

Performance Appraisals

no data found

Employee

[Cancel / Return To My Employees](#)

Employee ID 686868

Name Nacho D Libre CE Number CE9917

State Start Date 03/09/1998

Department Start Date 10/02/2004

Title Computer Programmer Position Number 66266828

Supervisor Name Hank Stram

Department ID 662-3123 Department Description Technology Services Bureau

Location ID 662-257 Location Description LCSD Tech Services Bureau

Create Performance Appraisal From My Template

Select My Template Programmer Analyst
Select Fiscal Year 2007
Submit

Create Performance Appraisal From Someone Else's Template

Select Template Accountant Test
Select Fiscal Year 2007
Submit

Performance Appraisals

Eval Id	Fiscal Yr	Mid Behavior Rate	Mid Perf Rate	Final Behavior Rate	Final Perf Rate	Emp Id
	2007	-	-	-	-	686868

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Employee Evaluation

The evaluation region contains the employee info from the previous page but now adds fields like Cover Period Start and End.

Dates for the Mid and Final evaluations are also available – note the calendars to the sides of these fields for easy lookup.

The My Delete button is the only way to remove the evaluation and allows a user to delete and reattach an appraisal if needed.

Print buttons are also available. These reports are created as PDF's for easy printing.

You can see the acknowledgments on the top right.

Here at the bottom are all the competencies with this evaluation.

Note safety has been automatically attached to this employee evaluation.

Pressing the icon allows the user to view the competency.

Evaluation

[Cancel / Return To Employee Detail Page](#)
[My Delete](#)
[Apply Changes](#)

Employee ID 686868
 Name Nacho D Libre CE Number CE9917
 Title Computer Programmer Position Number 66266828
 Department ID 662-3123 Department Description Technology Services Bureau
 Location ID 662-257 Location Description LCSD Tech Services Bureau
 Supervisor Name Hank Stram Supervisor ID 66266079
 Fiscal Year 2007
 Cover Period Start 07/01/2006
 Cover Period End 06/30/2007

Mid Year Rating

Mid Year Evaluation Date
 Mid Behavior Average
 Mid Performance Average
 Lock Mid Evaluation ☐ Warning: Checking Element will Lock ALL Mid Year items

Final Year Rating

Final Year Evaluation Date
 Final Behavior Average
 Final Performance Average
 Lock Final Evaluation ☐ Warning: Checking Element will Lock ALL Final Evaluation items

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[Go To Acknowledgments](#)
[Print Mid Eval Only](#)
[Print Final Eval Only](#)
[Print Acknowledgments Only](#)
[Print Entire Eval](#)

Acknowledgments

Ack Id	Acknowledger	Period	Signed	Date
	Employee	Beginning	Y	12/12/2006
	Appraiser	Beginning	Y	12/12/2006

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Competencies

ID	Comment Mid	Rate Mid	Comment Final	Rate Final	Behavior Title	Behavior Desc	Perf Title	Perf Desc
	-	-	-	-	Customer Focus	-	-	-
	-	-	-	-	Commitment to Task	-	-	-
	-	-	-	-	Communication	-	-	-
	-	-	-	-	Continuous Learning	-	-	-
	-	-	-	-	Integrity	-	-	-
	-	-	-	-	Systematic Problem Solving	-	-	-
	-	-	-	-	-	-	Professional Expertise	Knows, understands, and appropriately applies technical skills, methods, and processes required for the position.
	-	-	-	-	-	-	Problem Identification/Solving	Identifies the cause and effect of the problem. Logically analyzes problems.
	-	-	-	-	-	-	Policies and Procedures	Able to act in accordance with established guidelines; follows standard procedures in crisis situations.
	-	-	-	-	-	-	Safety	Performs work safely.

Acknowledgments

Acknowledgments are accessed from the button on the previous page or by drilling down from the Acknowledgment Region.

Here is where employee, appraiser, and a manager acknowledge each period of the evaluation:

- Beginning
- Mid Year
- Final

Note the navigation for this system in the form of buttons as well as hyperlinks at the top of the page.

Performance Rating Acknowledgment

[Cancel / Return To Evaluation](#) [Save](#)

Acknowledger

Period

Comment

Signed ☐

Date

Acknowledgment History

ID	Acknowledger	Period	Signed	Date	Comment
Edit	Employee	Beginning	Y	12/12/2006	Items look correct.
Edit	Appraiser	Beginning	Y	12/12/2006	Items are correct.

1 - 2

Competency Page

Managers provide a comment and rating for both the Mid and Final evaluations for each competency.

The ratings for Behavior and Performance competencies are averaged separately to give an overall rating for each category.

Note the description fields are Read Only.

See the navigation at the bottom and top allowing the user to page through all of the competencies.

In this case we are on competency 8 of 10.

Competencies

[Cancel / Return to Evaluation](#) [Apply Changes](#)

[< Previous](#) [Next >](#)

Problem Identification/Solving

Comment Mid

Rate Mid

Comment Final

Rate Final

Rating Description

Performance Description

Exceeds Expectations Description

Meets Expectations Description

Needs Improvement Description

Unacceptable Description

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[< Previous](#) [Next >](#)



The left side menu of the system allows for navigation to the major areas of the system:

My Templates – where the appraisal template is created

My Employees – where the appraisal template is attached to the employee and the evaluation takes place

Template Library – where all templates are stored and available for all managers to view and use

Change Password – Users can change their password for the system

Reports – reports available for viewing

User Manual – online user's manual with a complete, step by step overview of the system. The manual is available as a PDF for ease of printing.

Demonstration Videos – The videos walk the user through many of the common tasks they perform in the system.

Oracle Application Express

HtmlDB otherwise known as Oracle Express

Oracle Application Express is a powerful development tool, designed for rapid development of database-centric web applications. Application Express turns an Oracle database into an online development service, allowing anyone with a web browser to create reporting and data entry applications quickly without requiring professional programming skills.

Where to go to set up workspace and run tutorials:

Set up your own development environment with Oracle - <http://htmldb.oracle.com/pls/otn>

Helpful Links:

- ✓ Oracle Application Express (formerly HTML DB) 2.2.1 Documentation (includes downloadable tutorial - http://www.oracle.com/technology/products/database/application_express/index.html)
- ✓ Learn to Build a Web Application with Oracle Application Express - http://www.oracle.com/database/feature_db_htmlbobe.html
- ✓ Oracle Discussion Forums - <http://forums.oracle.com/forums/index.jspa>

ORACLE
